





# NAJAH OUMAIMA

FRONT OFFICE RECEPTIONIST

## CONTACT

 +974-55211963

 QATAR , AL WAKRA

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## EDUCATION

DEPLOMA IN HOTEL MANAGMENT

**ISHR POLLO**

2019-2021

MOROCCO , CASABLANCA


SCENTIFIC HIGH SCHOOL

**MOLY DRISS**

2018-2019


MOROCCO , CASABLANCA

## SKILLS


 Critical Thinking

 Time Management

 Project Planning

 Communication

 Flexibility

 Document Review

 PMS HOTELOGIX

IM AN ENERGETIC, AMBITIOUS PERSON WHO HAS DEVELOPED A MATURE AND RESPONSIBLE APPROACH TO ANY TASK I UNDERTAKE, OR SITUATION THAT PRESENTED WITH. Also, I'm EXCELLENT AT WORKING WITH OTHERS TO ACHIEVE CERTAIN OBJECTIVES ON TIME AND WITH EXCELLENCE

## EXPERIENCE

RECEPTIONIST-QATAR GLOBAL SPORT  
EVENT

MANAGED BY ACCOR

2022/02 - -present

Key achievements:

- Perform Check in and check out
- Guest Complaints Handling • Telephone Calls Handling
- Assisting Guest Inquiries
- Per Opening team

DATAENTRYSPECIALIST-TNS

BRAIN MANAGMENT MANAGE BY CNSS

2021 - 2022

KEY ACHIEVEMENTS

- Clients Calls Handling
- Clients Accounts Opening
- Check the Clients Files
- Handle the Clients Problems

INTERNSHIP

BURGER KING

2019

Key achievements:

- Order Taking
- Prepare the Cooked Foods to serve
- Cashiering
- Cleaning the Work Area
- Stock Keeping and Stock Taking

**LANGUAGE SKILLS**

- ARABIC
- FRENCH
- ENGLISH